

Employee Request for Job Evaluation Review

Employee Name: _____ Title/Grade: _____

Admin. Unit/District/Sector: _____ Office Location: _____

Briefly describe reason for Job Review Request. (What is substantially different in your responsibilities from those noted in your positions job description?)

A. What responsibilities do you perform that are not listed in job description for your position?

B. Which responsibilities listed in your positions job description do you not perform?

NOTE: EVALUATIONS CAN RESULT IN AN UPGRADE OR DOWNGRADE IN YOUR POSITION.

Signature _____ Date: _____

Supervisor comments on the information above:

Signature _____ Date: _____

Administrative Unit/District/Sector Job Evaluation Administrator:

- I have reviewed the information on this form and discussed it with the supervisor and agree that it is accurate.
- I do not agree with this review request for the reasons listed below:

Signature _____ Date: _____

Instructions: Mail one copy to CWA Human Resources, 501 Third Street, NW, Washington, DC 20001-2797. One copy goes to employee.



